

Additional/Revised Information

Agenda Item #	2
Meeting Date	April 7, 2004
Prepared By	Karen Hampton Human Resources Coordinator
Approved By	Wayne Hobbs Deputy City Manager

Discussion Item	City Manager Interview Process
Additional/ Revised Information	Jim Mercer provided the attached memo to the City Council.
Policy	
Fiscal Impact	
Attachments	
Recommendation	Provide feedback to The Mercer Group and City Manager Selection Committee on the City Manager Interview Process
Special Consideration	

April 2, 2004

TO: CITY COUNCIL, CITY OF TAKOMA PARK

FROM: THE MERCER GROUP, INC.

SUBJECT: CITY MANAGER SEARCH: SUGGESTED PROCESS TO BE USED TO EVALUATE FINALIST CANDIDATES

Assuming there will be five (5) finalist candidates, we recommend a two-day process for evaluating them once they come for a visit to your City.

At this time, you will each have an Interview Guide provided by our firm which includes a report on the search process, suggestions on how to conduct the interview, our evaluation of each candidate based on our interview with them, reference and background checks, resumes of each candidate, possible questions to use during your interview with each candidate, evaluation forms, areas of questioning to avoid and a schedule of events for the evaluation process.

Although there are many alternatives that can be used, we suggest that the following eight (8) steps take place during the visit of the finalist candidates to Takoma Park:

1. Prior to the interview, each candidate to receive a packet of information about the City.
2. Prior to their interview, candidates receive a tour of the City (This can be handled individually or as a group).
3. Candidates meet with City Department Heads (Candidates individually or as a group; Department Heads as a group. This typically is not so much an interview as a give and take discussion session).
4. City Council to meet with consultant to discuss and agree on interview process and questions to ask candidates.
5. Each candidate be interviewed by the City Council with the Council sitting as a formal body (This interview should take about one hour and fifteen minutes with a break between candidates).

Memorandum to City Council

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6. Candidates as a group meet with the City Council, the City Manager Selection Committee and other invited citizens at a reception (This can be done the evening before candidate interviews or the evening after interviews are complete. There is some advantage to holding a reception prior to candidate interviews. This gives the Council, the City Manager Selection Committee and the candidates an opportunity to meet each other prior to the more formal interview the next day. It also is an opportunity to shorten the process to one evening and one day).
7. City Council to receive input (formally or informally) from the City Manager Selection Committee and from Department Heads.
8. City Council to meet with consultant to discuss next steps.

As mentioned above, this process has many alternatives. Perhaps we can discuss some of these at our meeting next week. At our meeting, I hope that we may agree on a process for evaluating finalist candidates and set dates for the interviews with finalist candidates.

Thank you all again for the opportunity to work on this important project. I will look forward to working with all of you until the process has been successfully completed.

Sincerely yours,

THE MERCER GROUP, INC.

(Signed)

James L. Mercer, President
Certified Management Consultant (CMC)

cc: Karen Hampton